

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SCHOOL TEACHER AIDE**

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Jurisdictional Class: **Non-Competitive**

Date Adopted:

Date Revised: **June 14, 1999**

Jurisdictions: **Schools**

Union Status:

Pay Grade:

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**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this title assist school teachers by performing duties which can be performed by non-professional personnel. Work is performed in the classroom or at a teaching station under the general supervision of a member of the professional staff and duties may vary at different grade levels. A school teacher aide may operate an alphanumeric keyboard in performing the duties of the position however neither speed nor accuracy are required and keyboarding is a secondary and minor function of the position. School teacher aides do not work in offices on a regular basis. The class differs from that of School Monitor by the more complex nature of the assignments that are performed. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Works with individuals or small groups to review progress in remedial reading, mathematics comprehension, spelling and other subject;

Assists teachers in correcting test papers, recording grades, maintaining files and preparing statistical reports;

Occasionally oversees class when teacher is out of room;

Assists teachers with study hall, corridor, lunchroom and other monitorial duties;

Fills out, keyboards and photocopies forms and reports from various rough drafts;

Assists teachers and students in selecting supplementary materials from the library;

May be assigned to assist handicapped students take notes, gather books, etc;

May correct themes, compositions, standardized and objective tests.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good general intelligence; familiarity with classroom routine; ability to establish good relationships with students, teachers, and co-workers; ability to communicate effectively; ability to establish and maintain discipline; tact; courtesy; dependability; good judgment.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.